

INSTRUCTIONS FOR THE MONTHLY CENSUS SUMMARIES (AU 3902:2/23)

Monthly Census Summaries are confidential and are not for public disclosure.

The Monthly Census Summary (AU-3902) form is available on the Kansas Department of Aging and Disability Services website at <https://kdads.ks.gov/kdads-commissions/long-term-services-supports/nursing-facility-and-adult-care-home-programs>, under the Nursing Facility (NF) and Nursing Facility for Mental Health (NFMH) heading. Completed Monthly Census Summary spreadsheets can be submitted to KDADS.COSTREPORTS@ks.gov.

The Monthly Census Summary spreadsheet contains three separate reports. One is for reporting Nursing Facility (NF) and Nursing Facility for Mental Health (NFMH) resident days. The second is for reporting resident days for other types of residential living facilities (Assisted Living, Residential Health Care etc.) with shared NF or NFMH costs. The third is for reporting Adult Day Care hours.

The following are additional explanations for each of the three reports:

Nursing Facility and Nursing Facility/Mental Health

Report One: A monthly summary of NF and NFMH Medicaid days for all residents should be reported here. **A resident day is being defined as any paid day.** Resident days will include full paid days, reserve paid days and all other types of paid days. The NF and NFMH staff are responsible for keeping documentation to support the monthly summaries reported for these residents.

The Monthly Census Summary form has two columns for each month. One column is for reporting Medicaid days. The other column is for reporting all other resident days: hospice (including Medicaid hospice days), Medicare, private pay, Veterans Administration, etc. As provided, the Excel workbook is designed to automatically calculate resident yearly totals under the last three columns.

There are ten pages of the electronic version of the Monthly Census Summary for the NF and NFMH program, or 250 lines for resident names. This should accommodate the facilities with over 200 beds. If more lines are needed, please make a copy of this worksheet and list the additional resident names and days in the subsequent sheet.

Other Residential Days with Shared Nursing Facility Costs

Report Two: As a general rule, whenever Assisted Living, Residential Health Care or other residential care facility costs are reported on the cost report, the Monthly Census Summary for these other types of residential days must be maintained. In this situation, there would be cost allocations reported for the other non-NF and NFMH residential operations. If a provider operates an assisted living complex and a nursing facility, but they do not share costs and keep separate accounting records for each operation, the provider would not be required to complete and submit the monthly census summary for the assisted living complex.

A monthly summary of days for each resident should be reported. **A resident day is defined as any paid day.** Each month on the form has two columns. One column is for reporting days when the resident is receiving Medicaid funded Home and Community Based Services (HCBS). The other column is for reporting days for all other residents not receiving Medicaid HCBS services.

There are two pages of the Other Residential Days with Shared NF Costs workbook, or 50 lines, for which to list resident names. If more lines are needed, please make a copy of this worksheet and list the additional resident names and days in the subsequent sheet. As provided, the Excel workbook is designed to automatically calculate resident yearly totals.

Day Care Hours

Report Three: The NF and NFMH providers with Adult Day Care programs are required to report the day care hours. Eighteen hours of day care and day treatment shall be counted as one resident day, per Kansas Administrative Regulation (KAR) 30-10-28. The total day care hours are used to convert to full day equivalents.

There are two pages of the monthly census summary for Day Care Hours, or 50 lines for listing the customers and total hours served each month. If more lines are needed, please make a copy of this worksheet and list the additional resident names and days in the subsequent sheet. As provided, the Excel workbook is designed to automatically calculate resident yearly totals.

Declaration of Preparer

A signature page is included in the Monthly Census Summary form as its own separate worksheet tab. **A hard copy or an electronic PDF of the signed Declaration statement must be submitted with the Monthly Census Summary form.** The Declaration of Preparer statement is also available on the website. The Declaration statement applies to all three Monthly Census Summary reports. Please read the Declaration statement before signing.

Conclusion

The Monthly Census Summary form is submitted as supporting documentation for the resident days listed on the MS-2004 Cost Report form. The period covered by the Census Summary worksheets should coincide with the cost reporting period. Please refer to KAR 30-10-1a and KAR 30-10-28 for the definition and the reporting requirements for resident days. Providers have the flexibility to determine the reports and documentation they maintain to support their Monthly Census Summaries.

If you have questions concerning the Monthly Census Summary form, please contact Steven Hime at (785) 296-2535 or via email at Steven.Hime@ks.gov or KDADS.COSTREPORTS@ks.gov.